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20 August 1965

MEMORANDUM FOR: [REDACTED]

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Subject: Tabulation showing Persons Designated to be Responsible
for Records Administration Programs in their respective
organizations

Attached is a Tabulation showing names of persons designated to be responsible for Records Administration Programs in their respective organizations. These tabulations also show the grade of the person, the position title of the person and the position grade.

The estimated time on Records Management in most instances, has been determined as a result of my observation plus a discussion with the person concerned. You will note that I have not shown time spent on Records Management for any of the people in DDP. I have discussed this with [REDACTED] and he was unable to give me any information. I will discuss it later with [REDACTED]

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Let me know if you have any questions relative to these attachments.

[REDACTED]
Chief, Records Administration Staff/DDS

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Attachments

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10-11-19 Aug 1965

PERSONS DESIGNATED TO BE RESPONSIBLE FOR RECORDS ADMINISTRATION PROGRAM IN

DCI DIRECTORATE

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Organization	Name	Grade	Position Title	Est. Time on Grade	Rec. Mgmt.	Remarks
Office of DCI		GS-10	Info. Control Specialist	GS-11	20%	Principal duty is operation of Executive Registry.
General Counsel		GS-7	Info. Control Assist.	GS-7	40%	
Inspector General		GS-9	Secretary-Steno.	GS-9	5%	
Audit Staff		GS-7	Secretary-Steno.	GS-7	4%	
Cable Secretariat		GS-14	Secretariat Officer	GS-14	5%	Deputy Chief
CB/PAM		GS-13	Budget Officer	GS-14		Cable Secretariat. Chief, Budget, Examining and Control Branch.

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<u>Organization</u>	<u>Name</u>	<u>Grade</u>	<u>Position Title</u>	<u>Est. Time on Grade</u>	<u>Rec. Mgmt.</u>	<u>Remarks</u>
Office of DEB&T		GS-9	Information Control Ass't.	GS-9	30%	Also Supervises Registry and takes care of records management functions for OEL: FMSAC & ORD*.
OSI		GS-12	Info. Control Specialist	GS-12	90%	Also Chief, Information Control Section.
OSA		GS-11	Records Admin. Officer	GS-11	10%	Primary responsibility is Supervision of Registry.
FMSAC						
OEL						
OCS		GS-12	Chief, Admin. Staff	GS-12	1%	Assumed Duties 11 Aug. 1965
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PERSONS DESIGNATED TO BE RESPONSIBLE FOR RECORDS ADMINISTRATION PROGRAM IN

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DDI DIRECTORATE

Organization	Name	Grade	Position Title	Grade	Est. Time on Rec. Mgmt.	Remarks
Office of DDI		GS-12	Administrative Officer	GS-12	5%	Primary duties as General Administration
OCR		GS-15	Chief, Admin. Staff	GS-15	5%	Assumed duty effective 8/1/65 - (1)
OCR		GS-11	Records Admin. Officer	GS-12	80%	Also concerned with all Support functions
ONS		GS-9	Info. Control Assist.	GS-9	40%	
OCI		GS-12	Admin. Officer	GS-12	20%	Principal duties Budget.
NPIC		GS-12	Records Admin. Officer	GS-13	100%	Assumed duties April 1965
CGS		GS-14	Intell. Off. General	GS-13/14	5%	Chief requirement Support Branch.
Dom. Cont. Service		GS-12	Intell. Off. General	GS-12	60%	Deputy Chief Services Division
FBIS		GS-7	Info. Control Assist.	GS-7	40%	Chief, Registry E
OSI		GS-15	Geographer	GS-15	2%	Chief, Publication Control Division.

 - Admin. Assist. GS-9 - Also assigned to records management functions, parttime.

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PERSONS DESIGNATED TO BE RESPONSIBLE FOR RECORDS ADMINISTRATION PROGRAM IN

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DHS DIRECTORATE

Organization	Name	Grade	Position Title	Grade	Est. Time on Reg. Mgmt.	Remarks
Office of DHS		GS-9	Info. Control Ass't.	GS-9	5%	Primary responsibility is Supervision and Operation of DHS Registry.
Logistics		GS-10	Records Admin. Officer	GS-11	50%	Also Supervises Registry Functions.
Personnel		GS-10	Records Admin. Officer	GS-11	80%	Also concerned with Printing Requisitions and distribution of Regulatory Material.
Security		GS-13	Records Admin. Officer	GS-13	95% *	Assigned to ADP Duties on a full-time basis 25 March 1965.
Training		GS-12	Records Admin. Officer	GS-13	100%**	Assigned ADP Duties on 25 March 1965.
Medical		GS-12	Admin. Officer		15%	Primary duty is Budget and Finance.
Finance		GS-12	Admin. Officer #	GS-12	100%	
Communications		GS-14	Admin. Officer	GS-13	100%	Also Supervises Registry Functions.

* After October 1964 - 50% Records Management and 50% ADP

**Since 25 March 1965 10% on Records Management.

8 December 1965 Verified title with O/P (Merle Bryant) - Records Admin. Officer (Designation: SF)

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